

## Appendix A: AODA Accessible Format and Communication Support Request Form

Delota provides accessible formats and communication support upon request. Please provide the following information to initiate a request. This information will be used solely for the purpose of coordinating and providing the accessible format or communication support.

Requests should be submitted by one of the following methods:

- In person - at any retail locations
- Email - [hr@delota.com](mailto:hr@delota.com)

The company will respond in a timely manner. Thank you for your request.

Date of request:

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Name:

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Phone number:

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E-mail:

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Document or information requested:

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Do you require an accessible format?

- Yes
- No

Accessible format requested:

- Recorded audio
- Electronic format
- Braille
- Large print
- High contrast
- Other. Please specify: \_\_\_\_\_

Do you require communication support?

- Yes
- No

Communication support requested:

- Plain language
- Sign language
- Other. Please specify: \_\_\_\_\_

Is this information required by a specific date?

- Yes. Please specify: \_\_\_\_\_
- No

Additional comments

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